

# REQUEST FOR TENDERS

RFT: 2024/012  
File: AP\_6/15  
Date: 8 April, 2024  
To: Interested suppliers  
From: Julie PILLET, Senior Project Officer, SWAP

**Subject: Request for tenders (RFT): Procurement of a vehicle for the Ministry of Natural Resources and Environment, Samoa, for Used Oil Monitoring Program**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. This tender is developed under the '*Committing to Sustainable Waste Actions in the Pacific*' (SWAP) Project funded by the Agence française de développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. For more information about the SWAP: <https://swap.sprep.org/>
- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from suppliers who can supply and deliver a new vehicle, preferably a 4-WD double pick-up truck, to the Ministry of Natural Resources and Environment (MNRE), Samoa.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

- 2.3. The Tender Evaluation Process will consider the ability of suppliers to provide after sales services to assist with maintenance of the vehicle.
- 2.4. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. SPREP Standard Contract Terms and Conditions are non-negotiable.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Provide three referees relevant to this tender submission, including the most recent work completed;
  - ii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately;*
  - iii. Must meet local registration requirements;
  - iv. Must be an authorised agent or can dealer based in Samoa.
- 3.2. Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3. **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4. Tenderer must sign a declaration of **SPREP-AFD Declaration of honour** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, timeframes and costs.

- a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **SPREP-AFD declaration of honour.**
  - c) **Delivery timeframe;**
  - e) **Financial Proposal** including breakdown of costs including freight to Samoa.
  - f) Where relevant provide:
    - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. This procurement is exempt from any sales, excise tax and import duty. Suppliers are asked to provide prices that include these taxes.
- 4.9. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 24 April 2024. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 26 April 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
  - c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.

- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:

### I. Technical Score – 80%

- I. All of the requirements, as detailed in the attached specification are met (30%)
- II. The supplier has demonstrated experience in the supply and delivery of vehicles into Samoa and the ability to provide after sales support to assist with maintenance (30%)
- III. Timeframe for the delivery of vehicle to MNRE, Samoa (20%)

### II. Financial Score – 20%

Financial proposal must include the breakdown of costs including freight to Samoa, import duties and taxes (20%).

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

## 7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 07 May 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2024/012: **Procurement of a vehicle for MNRE, Samoa, for Used Oil Monitoring Program.**

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,

Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.



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SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## Annex A: Terms of Reference

### Procurement of a vehicle for the Ministry of Natural Resources and Environment, Samoa, for Used Oil Monitoring Program

#### 1. BACKGROUND

##### 1.1. About the SWAP Project

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de Développement (AFD), referred to hereafter as “*Committing to Sustainable Waste Actions in the Pacific (SWAP)*”, aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project will focus on three streams of waste: used oil, marine debris, disaster waste and an overarching issue on sustainable financing mechanisms. Six countries and territories benefit from this project which include Fiji, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities’ capacity in the areas of technical waste management, institutional governance, and finance through several activities:

- a) The development and delivery of training programs in collaboration with regional partners;
- b) The implementation of pilot projects; and
- c) The development and delivery of tools for sharing of good practices through a Community of Practice for PICTs including French OCTs.

The procurement of a vehicle for the Ministry of Natural Resources and Environment is part of the implementation of the Samoa Used Oil Management Pilot Project.

##### 1.2. About Used Oil Management Pilot Project in Samoa

The approved National Used Oil Pilot Project funded by the AFD-SWAP Project focused on waste oil management to improve its management at the national level. The pilot project will support the government, stakeholders and private sectors with the current and ongoing waste oil management programs, in terms of monitoring, collection, transportation, proper storage and environmentally safe disposal.

The newly established Waste Management & Pollution Control Division (WMPCD) of the Ministry of Natural Resources & Environment (MNRE) is the main executing agency of this pilot project that will be facilitating waste oil management activities.

The challenges encountered by the division are the lack of resources to conduct effective monitoring routines for used oil, hence the reason of this procurement.

## 2. PURPOSE OF THIS TENDER

The purpose of this Term of Reference is to provide clarification for the procurement of a vehicle (preferably a 4-WD double pick-up truck) to conduct used oil management programs such as:

- Conducting monthly site visits to users to ensure proper storage and safe transference of used oil to the SWOMP facility, to minimize unnecessary, untimely and uncontrolled generation of used oil;
- Attending to oil spill incidents and illegal dumping of used oils, reported to the office, to ensure environmental measures are implemented to minimise adverse effects of used oil on the environment and health of people;
- Assisting with the transportation of used oil to the storage facility;
- Conducting surveys, audits and data collection for used oil management;
- Implementing recommended actions as per National Used Oil Management Plan at the national and community level; and
- Conducting community consultations and school awareness program to promote public campaigns and enhancing community engagement.

## 3. SPECIFICATION OF THE VEHICLE

Item	Specification
<b>Model</b>	4-Wheel Drive Double Cab Pick Up
<b>Year</b>	2023-2024
<b>Kilometres used</b>	0 (Brand New)
<b>Engine</b>	2.4L / 80Ltrs Fuel Tank Capacity
<b>Steering</b>	RHD
<b>Transmission</b>	Manual or Automatic
<b>Fuel</b>	Most economical fuel option
<b>Seat</b>	Can fit 5passengers, cover and mats
<b>Power Window</b>	Yes
<b>Air Condition</b>	Yes
<b>Tyre and Disc wheel</b>	265/65/R17
<b>Doors</b>	4
<b>Radio</b>	Audio AM/FM Radio Bluetooth Connection
<b>Tow Bar</b>	Back Bar
<b>Alloy bull par</b>	Front bar
<b>Bed liner</b>	Tough deck
<b>Steps</b>	Side and rear steps
<b>Weather shield</b>	All doors
<b>Safety</b>	Air bags





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<b><i>Design</i></b>	A pick-up truck designed to carry both passengers and cargo
<b><i>Requirements</i></b>	To meet specifications
<b><i>Quality Requirements</i></b>	High quality vehicles
<b><i>Warranty Requirement</i></b>	3 years warranty (engine faulty and full service every 3 months)
<b><i>Logos</i></b>	The SPREP/AFD/SWAP logo must be displayed on the vehicle